



# General Information of JENESYS PROGRAMME

*Japan - East Asia Network of Exchange for Students and Youths*

## 1. Program Outline

### (1) General outline and the objective of the programme

At the Second East Asia Summit (EAS), which was held in January 2007, Mr. Shinzo Abe, Prime Minister of Japan, announced a plan to implement a 35-billion-yen youth exchange program, inviting about 6,000 young people to Japan mainly from the EAS member states (ASEAN, Australia, China, India, New Zealand, the ROK) every year for five years, with a view to establishing a basis of Asia's stalwart solidarity by expanding youth exchange. Based on this plan, the Government of Japan has launched the Japan-East Asia Network of Exchange for Students and Youths (JENESYS) Programme in 2007. Various kinds of exchange programs including inviting and dispatching youths will be implemented in cooperation with concerned countries and organizations.

This program is expected to deepen mutual understanding among young people who will assume important roles in the next generation in each East Asian country.

### (2) Implementation structure of the program



### **(3) Study tour to Japan: Activities**

This programme is aimed to promote mutual understanding among the East Asia region, and the invitation project is especially arranged for the participants to deepen understanding of Japan regarding the following matters.

- \*Politics: Legislative/administrative/judicial separation, local autonomy, election system, role of mass media etc.
- \*Diplomacy: Visits to MOFA (diplomatic strategy for Asia, economic cooperation, peace building), Embassies etc.
- \*Economics: Advanced technology, manufacturing, finance, service industry, infrastructure, agriculture, forestry and fishery etc.
- \*Society: Medical and welfare, education, science & technology, environment & energy saving, security, disaster control etc.
- \*Culture: Historical & natural heritage, traditional arts, pop culture, sports etc.

From the perspective above, the activities scheduled in Japan are as follows.

- \***Field visits** (e.g. research institutes, museums, specialized organizations)
- \***Interaction with Japanese youths, etc** (e.g. debates, enrolment to schools)
- \***Cultural experiences** (e.g. home stays, visits to traditional cities and historical sites)

## **2. Regulations**

### **(1) Obligation for participants**

Participants should understand thoroughly the significance of this project, that is to establish a basis of Asia's stalwart solidarity by expanding youth exchange.

Participants are requested to fill out the questionnaires before and after traveling Japan, for production of fruitful outputs and smooth implementation of the project.

Also participants are requested to write the essays in their own languages about their experiences gained in this programme before leaving Japan and to cooperate any further follow-up program in the future.

### **(2) General notes in Japan**

Participants in this JENESYS programme are requested to act and behave as representatives of youths in each country.

During stay in Japan, participants should respect the laws and regulations of Japan, and offender is subject to Penalties of Japanese laws and regulations. Please note that participants should always act in a group and never to be alone.

Participants are also requested ;

- to be punctual
- to observe the rules and regulations
- to treat public property carefully
- not to drink or smoke

### 3. Preparation

#### (1) Documents to be submitted

The selected participants will be requested to submit the necessary documents to their government soon after the notification of acceptance, which will be around 2 month before the departure.

The documents to be submitted are:

##### One (1) sheet of Entry Form

Participants should find this form and the sample sheet with this General Information booklet. Fill in the form referring the sample and also paste your picture on it. Use BLOCK LETTER as in sample, when you fill in the form. Please note that information you wrote in this form will be used to apply for visa to Japan, so make sure you write it clearly and correctly.

##### Four (4) sheets of Visa Application Form to Enter Japan

A visa is an indication of the judgment that a foreigner wishing to enter Japan should be appropriate to enter and stay in Japan

Participants should find 4 sheets of Visa Application Form to enter Japan with sample sheet. Please refer the sample and **write your full name in BLOCK LETTER and your signature only by a ballpoint pen**. Please do NOT fill in other places of the form. Pictures that will be pasted on this form should be 45mm × 45mm,(passport type picture) that were taken within the previous six month. Also the pictures should be taken hat off. Make sure you paste your pictures to each form. **Please note that the signature must be the same as the one in your passport.**

##### Three (3) Passport-type Photos

Besides the pictures for Entry Form and Visa Application Forms to enter Japan, please submit 3 more pictures. They should also be taken within previous six months. (hat off, with names on backside of photos)

#### (2) Passport

*PASSPORT* is an official document that a person gets from his/her government, that proves who s/he is, and which s/he needs in order to leave his/her own country and to enter other countries.

In this case, participant's passport will be arranged by their government and details for this matter will be given later.

## **4. Pre-departure Orientation**

Pre-departure orientation will be held at the capital city that participants must attend. It will be held on the previous day of the departure principally. In this matter, participants should be in the capital city one night before the orientation. JICE staffs will be waiting at the hotel for your registration. Hotel will be prepared.

Tentative schedule of the pre-departure Orientation will be as follows:

- a. To the venue of pre-departure orientation
  - Participants will go to the venue of pre-departure orientation with all the other participants by bus from your hotel. Please follow the instruction of the JICE coordinator.
  - Bring the receipt for domestic travel. (See 5-1)
  - When participants arrive at the venue, go to the reception and follow the instruction of JICE staffs.
- b. Contents of the pre-departure orientation
  - Explanation of embarkation procedure
  - Schedule in Japan, Japanese custom and other information
  - Secondary education system in Japan
  - Filling in the pre-departure questionnaires
- c. Send-off party

Note: Hotel, date/time/place of the pre-departure orientation will be informed later.

## **5. Travel matters**

### **(1) Local Transportation Expenses**

Transportation expenses for traveling back and forth between the nearest terminal station (bus / train / vessel) to each participant's home and the capital city on the cheapest or well-traveled route will be provided through a travel agency after returning from Japan. Participants are requested to use public transportation as far as possible and to bring RECEIPTS of transportation expenses. However, this payment arrangement for an individual has no application to the case that schools or the government charter any vehicles for the participants.

Transportations are prepared for traveling back and forth between the capital city and an international airport.

The details will be given later.

### **(2) Arrival procedure**

Participants are requested to proceed to the Arrival section after arrival at the Narita airport in Japan according to the instruction by JICE coordinators.

The following is the arrival procedure.



Participants will receive a quarantine questionnaire (a paper for checking health condition in terms of the measures for infection disease) while on board the aircraft. Please fill in the necessary information and submit at the Quarantine counter on arrival. Then proceed to the Immigration counter for foreigners and present your passport and disembarkation card (a document used for immigration management).

Check your flight number and go to the baggage carousel. Please check your baggage claim receipts when retrieving baggage.

In the Customs inspection section, participants who have nothing to declare should go to the Green Counter. After customs inspection is completed, please proceed to the arrival lobby.

### **(3) Baggage**

#### Checked baggage

The sum weight should not exceed 20 kg.

- \* The increased X-ray exposure for baggage inspection may affect photographic film. Therefore, it is recommended to carry photographic film into the cabin with a carry-on baggage.

#### Carry-on baggage

A passenger may carry on board one personal belonging, such as a shopping bag or handbag, and one baggage satisfying the conditions below.

- \* Sum of three dimensions: not more than 115cm  
Dimensions: W55cm × H40cm × D25cm  
Total Weight: 10kg

#### Prohibited or restricted Baggage

##### A: Baggage not accepted by carriers

- Articles that may endanger or cause any damage to aircraft, property loaded or - inconvenience other passengers
- firearms, swords and other similar items, and explosives and other articles likely to cause combustion or ignition
- corrosive chemicals or liquids not contained in a proper container
- live animals
- corpses
- articles of which loading or transfer in/by aircraft is prohibited by applicable laws or regulations or governmental requests
- articles the volume, weight or number of which exceeds the limit fixed by

Carrier

- articles that are not packed or packaged properly
- articles likely to be easily transmuted, wasted or destroyed
- other articles, which Carrier considers are unsuitable for carriage on an aircraft

**B: The following items are not permitted as Carry-on Baggage**

- Knives of any length
- Mock weapons and mock explosives (including, but not only, pistol or grenade - shaped cigarette lighters)
- Any other items that an airline deems could be used to cause injury, such as scissors, heavy or sharp tools, etc.
- Restrictions for liquids as carry-on cabin baggage for international flights departing from Narita International Airport:

All liquids (\*1) in excess of 100ml must not be carried on board (\*1). These items will be confiscated at security checkpoint so please ensure that they are checked in with the luggage beforehand.

However, the following items may be carried on as cabin baggage:  
Liquids stored in containers with a capacity not exceeding 100 ml (excluding items such as lighter refill gas which are prohibited from being carried on) and which may easily fit in a re-sealable, a transparent re-sealable plastic bag and has a capacity of not more than 1 liter.  
Medications (\*2), special dietary requirements etc.

\*1: "All liquids" includes gels (toothpaste, hair gel etc.), aerosols and sprays.

\*2: Passengers may be required to show proof that they need to carry on items as cabin baggage by showing such documents as prescriptions.

**C: Prohibited articles to be imported**

- Please see attached information on Customs procedure in Japan.

\* For the departure from an international airport in a participant own country, participants need to follow a rule/regulation set by the Government.

**(4) Travel insurance**

Participants are provided with the overseas travel accident insurance during traveling (from leaving and coming back to your country) to the extent set by JICE.

## **6. Possessions**

### **(1) Essential items**

- \* Passport
- \* money
- \* list of emergency contact

(JICE coordinators will keep participants' air tickets.)

### **(2) Advisable items**

- \* clothes (*depending on season and areas*)
- \* rain apparel
- \* toilet set
- \* medicine
- \* watch
- \* camera
- \* guidebook
- \* tools of writing
- \* photos (family, friends, school, etc)

## Information on Japan

### 1 . General information on Japan

- (2) History
- (3) Geography
- (4) Climate
- (5) Religion
- (6) Language
- (7) Foods
- (8) Currency/Exchange rate

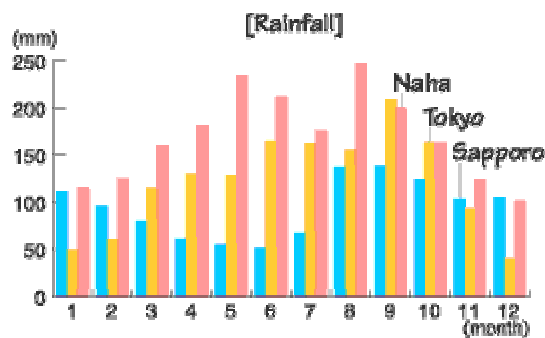
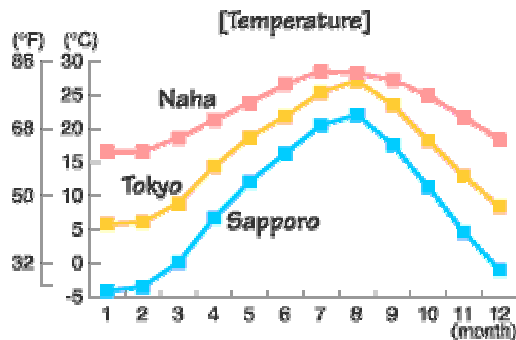
Please refer to provided materials on Japan for more details

### 2. Useful Information

#### (1) Climate

A major feature of Japan's climate is the clear-cut temperature changes between the four seasons. From north to south, Japan covers a range of latitude of some 25 degrees and is influenced in the winter by seasonal winds blowing from Siberia and in the summer by seasonal winds blowing from the Pacific Ocean.

**Average monthly temperature and rainfall of three cities (Naha, Tokyo, Sapporo) 1971-2000**



Source: *Nihon no Tokei*, edited by the Statistics Bureau



Spring



Summer



Autumn



Winter



## (2) Currency and Money Exchange

The unit of Japanese currency is yen. Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen.



You can buy yen at foreign exchange banks and other authorized money exchangers or at the international airport's currency exchange counters. The exchange rate fluctuates daily depending on the money market.

## (3) How to make a call

### Domestic call

Public telephones accept 10 yen and 100 yen coins and/or telephone cards. A local call (within Tokyo's central 23 Wards and some other metropolitan cities) costs 10 yen per minute. If you put in two 10-yen coins and speak for less than one minute, one of the coins will be returned to you. No change is given for partial use of a 100-yen coin. Prepaid telephone cards cost 1,000 yen from vending machines, kiosks at train stations, and convenience stores. Charges for inter-city calls vary according to the distance. Telephone numbers in Japan consist of an area code and a phone number (Exchange Number + Subscriber's Number). For example: (03) 1234-5678.

### International call

[Direct Calls]: A direct overseas call can be made from a public telephone displaying an International and Domestic Telephone sign. These phones are not widespread, but can be found at airports, hotels, and other key facilities. Direct dial calls can be made via a telephone company using the company's access number.

### Access and Inquiry Numbers

Telephone company	Direct dial	Collect & operator-assisted	Inquiries
KDDI	001-010	0051	0057
SoftBank Telecom	0061-010	-	(0120)-030061
NTT Communications	0033-010	-	(0120)-505506

#### (4) How to send a letter

Postcards and stamps are available from post offices, convenience stores and kiosks at train stations all over the country. Post boxes are located at street crossings, buildings and public facilities. The opening slot of the post box may differ depending on the size of mail that the post box is designed to accept.

##### ① Domestic Mail

The rates for regular sized letters (14 to 23.5cm long, 9 to 12cm wide and up to 1cm thick) and postcards are as follows: Mail that has different measurements costs 120 yen up to 50 grams and 140 yen over 50 grams up to 75 gram.

The rates for domestic letter mail	
Postcards	50 yen
Letters, up to 25g	80 yen
Letters, up to 50g	90 yen

##### ② International Air Mail

International mail can be classified into letter post (letters, aerogramme and postcards), parcel post, and EMS (Express Mail Service). Foreign parcel post can be sent between Japan and most other nations. The maximum weight for a single package is usually 20 kg but it depends on the destination. The type of contents of a parcel accepted, however, and the maximum measurements of a single parcel differ by destination. EMS is the fastest way to send documents and parcels to over 100 countries and territories worldwide. A tracking system, providing prompt information on a package's delivery status, is available for 35 countries.

Destination	Asia	Oceania
Postcards	70 yen	70 yen
Aerogramme	90 yen	90 yen
Letters, up to 25g	90 yen	110 yen
Letters, up to 50g	160 yen	190 yen

## (5) Electricity

The voltage used throughout Japan is uniformly 100 volts, A.C.

There are two kinds of frequencies in use; 50 Hertz in eastern Japan and 60 Hertz in western Japan (including Nagoya, Kyoto and Osaka). There are no columnar-shaped plugs or 3-pin plugs used in Japan but 2-flat-pin plugs are used instead. It is therefore advised to purchase a plug adapter beforehand.



## (6) Emergency

Japan is known for its clean, safe urban areas and for the quality of its healthcare and public safety infrastructure. Still, as is the case with travel in any unfamiliar place, it always pays to exercise common sense, and to be familiar with the resources at your disposal should you experience problems or need assistance.

In an emergency, your country's embassy is often a good first point of contact.

Embassy	Address	Tel	URL
Embassy of the People's Republic of China in Japan	3-4-33, Moto-Azabu, Minato-ku, Tokyo 106-0046	03-3403-3380	<a href="http://www.china-embassy.or.jp/">http://www.china-embassy.or.jp/</a>
Embassy of India in Japan	2-2-11 Kudan-Minami, Chiyoda-ku, Tokyo 102-0074	03-3262-3291	<a href="http://www.embassyofindiajapan.org/">http://www.embassyofindiajapan.org/</a>
Embassy of the Republic of Indonesia in Japan	5-2-9 Higashi Gotanda, Shinagawa-ku, Tokyo 141-0022	03-3411-4201	<a href="http://www.indonesian-embassy.or.jp/">http://www.indonesian-embassy.or.jp/</a>
Embassy of Malaysia in Japan	20-16 Nanpeidai-cho, Shibuya-ku, Tokyo 150-0036	03-3476-3840	–
Embassy of Mongolia in Japan	21-4 Kamiyama-cho, Shibuya-ku, Tokyo 150-0047	03-3469-2088	–
Embassy of the Republic of the Philippines in Japan	5-15-5, Roppongi, Minato-ku, Tokyo 106-8537	03-5562-1600	<a href="http://www.tokyope.org/">http://www.tokyope.org/</a>
Embassy of the Republic of Singapore in Japan	5-12-3 Roppongi, Minato-ku, Tokyo 106-0032	03-3586-9111	<a href="http://www.mfa.gov.sg/tokyo/">http://www.mfa.gov.sg/tokyo/</a>
Royal Thai Embassy in Japan	3-14-6 Kami-Osaki, Shinagawa-ku, Tokyo 141-0021	03-3441-1386	<a href="http://www.thaiembassy.jp/">http://www.thaiembassy.jp/</a>
Embassy of Socialist Republic of Viet Nam in Japan	50-11 Moto-Yoyogi-cho, Shibuya-ku, Tokyo 151-0062	03-3466-3311	–
Embassy of the Union of Myanmar in Japan	4-8-26 Kita-Shinagawa, Shinagawa-ku, Tokyo 140-0001	03- 3441-9291 ~ 4	<a href="http://www.myanmar-embassy-tokyo.net/">http://www.myanmar-embassy-tokyo.net/</a>
Embassy of the Lao People's Democratic Republic in Japan	3-3-22 Nishi-Azabu, Minato-ku, Tokyo 106-0031	03-5411-2291 / 2	–

<b>Embassy of Brunei Darussalam in Japan</b>	6-5-2,Kita-Shinagawa, Shinagawa-ku, Tokyo141-0001	03-3447-7997	-
<b>Royal Embassy of Cambodia in Japan</b>	8-6-9,Akasaka, Minato-ku, Tokyo 107-0052	03-5412-8521/2	<a href="http://www.cambodianembassy.jp/">http://www.cambodianembassy.jp/</a>

### **Emergency Numbers and Other Information**

- **Police:** Dial '110' from any telephone  
(in Tokyo, the Metropolitan Police have an English help line, available Monday through Friday except on holidays, from 8:30 a.m.-5:15 p.m. at 03-3501-0110)
- **Fire/Ambulance:** Dial '119' from any telephone
- Tokyo English Life Line: 03-5774-0992 (Daily 9 a.m.-11 p.m.)
- Tourist Information Center: 03-3201-3331 (Daily 9 a.m.-5 p.m.)  
(Also available in two locations at Narita International Airport, and at the Kansai International Airport in Osaka)

### **(7) Time Differences**

All of Japan is in the same time zone, 9 hours ahead of G.M.T. No Daylight Saving Time is practiced in Japan.

Shown below is a list of time differences between Japan and other major international cities.

Country	Time Differences
Brunei Darussalam	-1hr
Cambodia	-2hrs
India	-3.5hrs
Indonesia (Jakarta)	-2hrs
Laos	-2hrs
Malaysia	-1hr
Mongolia	-1hr (0: daylight saving time)
Myanmar	-2.5hrs
Philippines	-1hr
Singapore	-1hr
Thailand	-2hrs
Viet Nam	-2hrs

### 3.Information on Japanese Lifestyle

*\*Please read thoroughly the following information on Japanese lifestyle/custom, which will be very useful for home-stay in Japan. Let me remind you that you will be all by yourself with your host family while home staying.*

#### (1)Eating a Meal

*\*Most Japanese people do not have diet restriction for religious reasons, however, the JENESYS programme will offer special meals for those with health or religious dietary requirement to the participants if necessary (participants need to inform such information in the Entry Form).*

The most traditional Japanese meal is a serving of plain white rice, along with a main dish (fish or meat), some kind of side dish (often cooked vegetables), soup (either *miso* soup or clear broth), and pickled vegetables.

Before eating, Japanese people say "itadakimasu," a polite phrase meaning "I receive this food." This expresses thanks to whoever worked to prepare the food in the meal.

After eating, people once again express their thanks for the meal by saying "gochiso sama deshita," which literally means "it was quite a feast."

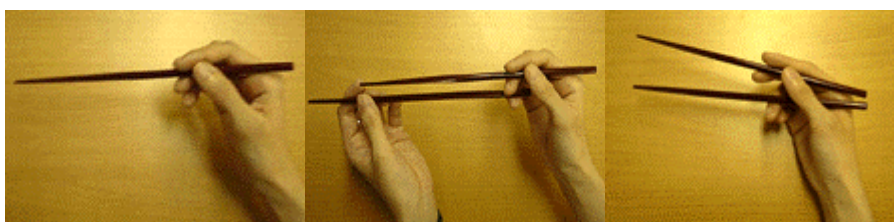


A typical morning meal

A typical evening meal

#### [How to Use the Chopsticks]

First, hold the upper chopstick like a pencil, about one-third of the way from its top. Next, place the second chopstick against your ring finger, holding it with the base of the thumb. It should be pointing the same way as the first chopstick. Move the upper chopstick with your thumb, index, and middle fingers. Grab food between the lower and upper chopsticks.



## (2) Visiting Japanese house

When you enter a Japanese house, you remove your shoes and put on slippers to avoid getting the floor dirty. When you go into a tatami room, you take off your slippers and leave them in the corridor.



Shoes are left in the *genkan*, or entrance hall.

## (3) How to take a bath

The Japanese are very fond of the *furo*, the hot Japanese-style bath, because they can not only cleanse themselves but also relax and soak away the stress of the day. Besides a tub, the bathroom also has space with a drain to wash one's body.

When the Japanese take a *furo* at home, they normally heat the water in the tub to around 40 degrees Celsius (104 degrees Fahrenheit). They clean themselves with soap outside the tub first, washing themselves down with a hand-held shower. They do not wash themselves in the tub. This way, the water will stay clean and can be used by others later.



You wash before you enter the bathtub, which is only for soaking.

## (4) How to use the toilet

There are two types of toilets in Japan: "Japanese style" toilets and "Western style" toilets.

Public washrooms are usually equipped with Japanese style toilets, but the number of public washrooms with Western style toilets has been increasing especially in tourist areas. Public washrooms with both, Japanese and Western style toilets are also commonly found.

In Japan, people use toilet paper and do not use water for cleansing. As toilet paper is sometimes not provided in public washrooms, it is recommended to always carry a



small package of tissues with you. Similarly, as paper towels or dryers are not always provided to dry your hands, it is recommended to carry a handkerchief. Many modern toilets feature luxury options such as a heated seat, a built-in shower and dryer and an automatic lid opener. And you can flush only toilet paper.



Elevated Japanese style

#### Japanese style toilets:

\* Face the hood of the toilet when you use it.

### **(5) Bedroom**

At night, people may sleep on either a bed or a soft, cotton-filled mattress called a “futon”. Beds are standard pieces of furniture in many homes, but those who use a futon fold it up and put it away in a special closet. This allows the bedroom to be used as a living room or dining room during the day.

### **(6) Transportation**

Japan has an efficient public transportation network, especially within metropolitan areas and between the large cities.

#### **[Trains]**

Japan's four major islands, Honshu, Hokkaido, Kyushu and Shikoku are covered by an extensive and reliable network of railways. Trains are a very convenient means to explore Japan for foreign visitors.

Also, Japan is very proud of its high-speed train system, “Shinkansen”, or "bullet train," which is known and admired throughout the world. It transports large numbers of people to faraway destinations quickly and safely.



The 500-series Shinkansen. (JR West)

#### **buy a ticket**

for short distance trips, tickets are best purchased at vending machines

for long distance trips, tickets can be purchased at ticket counters in train stations.



Ticket vending machines with map of lines and stations

### **Enter the paid fare zone**

After buying the ticket, you can proceed through the ticket gate. Automatic ticket gates can be found in busy stations: Insert the ticket into the slot, walk through the gate and pick up the ticket on the other side. If you insert an invalid ticket, the gate will close and an alarm will sound.



### **Go to the Station platforms and ride the train**

Find your platform by looking for your train line and direction. Most important signs are written in Japanese and English, and increasingly also in Chinese and Korean. Wait for passengers to exit before entering the train. Be careful not to block the door at stations, especially if the train is crowded.



Passengers waiting in lines on the platform

### **[Traffic Signals]**

There are lots of signals in Japanese transportation system.

Following is the basic meaning of three-colored signals for the pedestrian.



- Red - Don't cross a street
- Yellow - Pay attention and stop crossing a street
- Green - look both ways and go/ cross a street

Streets in Japanese cities are narrow, so pedestrian should walk carefully on the sidewalk. Where a sidewalk is not available, pedestrian should walk on the right side of a street.